



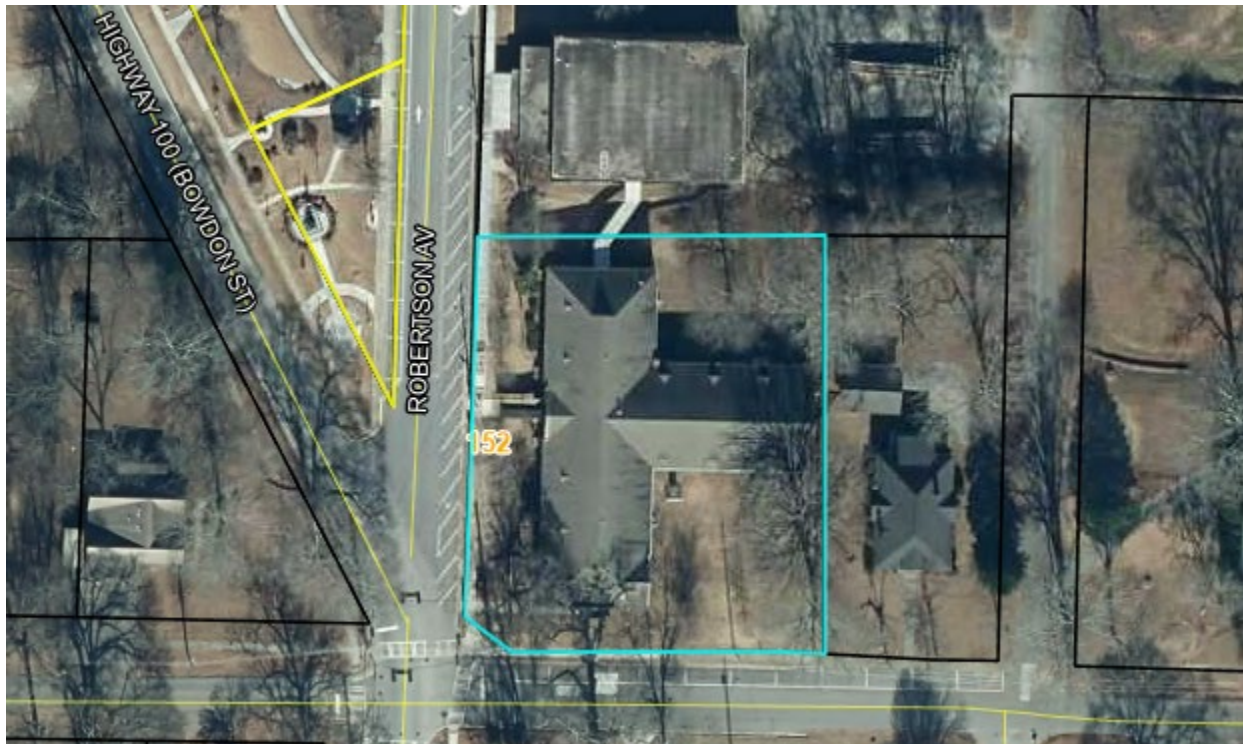
## Requests for Proposals for Roof Replacement at the City of Tallapoosa

<b>RFP Issue Date</b>	Thursday, October 10, 2024
<b>RFP Due Date</b>	Monday, November 11, 2024 at 3:00 PM
<b>Contact Person</b>	Philip Eidson, City Manager peidson@tallapoosaga.gov

### Introduction

The City of Tallapoosa is soliciting proposals from qualified contractors to remove and replace the asphalt shingle roof at the Tallapoosa Civic and Cultural Arts Center, located at 261 Robertson Avenue. The building serves various purposes, including recreational programming, community events, and private rentals. The project area is estimated to be approximately 14,000 square feet.

Figure A- Map of Reroofing Location



Please also note that we understand that once the old roofing is removed from the facility, there could possibly be some damaged decking, fascia, or other unseen damage or rotted areas. When approved by the city manager, this will be done on a cost-plus basis in addition to the original contract.

## Submittal Requirements

All submissions shall include:

1. A completed Proposal Title Sheet (Attachment 1) and Project Bid Form (Attachment 2)
2. E-Verify Affidavit
3. Proof of insurance (liability and workman's compensation)
4. Three references (Attachment 3)

Sealed proposals should be submitted to the City Hall, 25 E. Alabama Street, Tallapoosa, GA 30176, by 3:00 p.m. on November 11, 2024. Submittals shall be in a sealed envelope or box marked "Roof Replacement at Tallapoosa Civic and Cultural Arts Center."

Submittals will be opened immediately following the submittal closing time at the abovementioned location.

## Additional RFP Information

### **Lowest Bidder**

The contract will be awarded to the lowest responsible bidder whose work, in the opinion of the city officials and staff, best meets the City of Tallapoosa's requirements.

All bidders clearly understand that the city reserves the right to reject any and all bids and to waive informalities in said bids.

### **Response Material Ownership**

The material submitted in response to the RFP becomes the property of the City of Tallapoosa and will only be returned to the contracted firm at the city's option. Any person may review responses after the final selection has been made.

### **General Conditions of RFP**

- A. The City reserves the right to reject all proposals, waive any informality, request interviews of Contractor(s) before awarding, and select and negotiate the Contract services in the City's best interest.
- B. The Contractor shall guarantee to perform the services offered and the total price of the proposal for a period of at least 60 days from the deadline for submission of proposals.
- C. The City reserves the right to accept all or part of any proposal and to negotiate a contract for services and costs with the selected Contractor.
- D. The Contractor shall provide all necessary personnel, materials, and equipment to perform and complete all work under this proposal.
- E. The City intends to recommend awarding a contract to the City Council for the requested services within one (1) month of receiving the proposals. The Contractor shall be prepared to commence work immediately upon executing a contract with the City.
- F. Unless otherwise stated, invoices are to be submitted to City Hall upon service delivery to the City. The invoice must include itemizing all services provided, including unit list price, net price, extension total amount(s) due, and previously paid amounts.

- G. Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service, in an acceptable fashion, to the City and receipt of the invoice, whichever is later.
- H. Unless otherwise specified all costs listed are firm for the contract term.
- I. Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of nature.
- J. Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal Service or delivered in hand to the parties as stated in the contract.

**ATTACHMENT 1 - Proposal Title Sheet**

**DATE:** \_\_\_\_\_

I/we \_\_\_\_\_ the undersigned, do hereby propose to furnish the City of Tallapoosa , a Civic and Cultural Arts Center Roof Replacement Proposal, in accordance with all terms and specifications contained herein:

<b>Contractor Information</b>	
<b>Business Name</b>	
<b>Sole proprietorship?</b>	<i>Circle One</i> <b>YES / NO</b>
<b>Partnership?</b>	<i>Circle One</i> <b>YES / NO</b>
<b>Corporation?</b>	<i>Circle One</i> <b>YES / NO</b>
<b>CSLB Contractor #</b>	
<b>DIR License #</b>	
<b>List Legal Names of the Company</b>	
<b>Total Number of Employees</b>	
<b>Point of Contact</b>	
<b>Name</b>	
<b>Phone Number</b>	
<b>Email</b>	
<b>Signature &amp; Title</b>	

**ATTACHMENT 2 - PROJECT BID FORM**

<b>Task</b>	<b>Price</b>
Prep & Demolition Work	\$
Re-roof Work	\$
<b>TOTAL</b>	<b>\$</b>

**Attachment 3- Reference List**

Please include 3 references for which you have performed work like the work described in this request for proposals.

<b>REFERENCE 1</b>	
Business/Company	
Point of Contact	
Phone Number	
Email	
Description of Work Performed	

<b>REFERENCE 2</b>	
Business/Company	
Point of Contact	
Phone Number	
Email	
Description of Work Performed	

<b>REFERENCE 3</b>	
Business/Company	
Point of Contact	
Phone Number	
Email	
Description of Work Performed	